



JOB ADVERTISEMENT

StFX Ancillary Services
**Casual/ Part-time Welcome Desk Membership and Facility
Clerk:
Fall 2022**

By becoming employed by St. FX Ancillary you will join a team of over 150 part-time employees working in a variety of positions. Expectations at the Welcome Desk in the Alumni Aquatic Centre include commitment to customer service as well as cultural diversity. Employees must be willing to learn, work as a team and demonstrate reliability and maturity when performing all job tasks.

Pre-requisites:

- Emergency First Aid
- Customer service related experience

Welcome Desk duties include but are not limited to:

- Monitor admissions to recreation facilities
- Sign out recreation equipment to members
- Manage equipment inventories and advise on requirements for replacement or repair
- Balance cash at end of shift
- Ensure compliance to established standards of health, safety and security
- Ensure excellence in member service at all levels
- Provide general information to patrons and guests about our facility
- Other duties when required

Letters of application, outlining qualifications and experience, as well as a current curriculum vitae and certificates should be emailed to:

Mary Leigh MacIntyre
Welcome Desk Team Lead
St. Francis Xavier University
Email: mmacinty@stfx.ca

Review of applications will begin on [May 31st](#) and will continue until the position is filled. StFX Ancillary Dept. would like to thank all applicants for their interest in XREC. However, only those selected for interviews will be contacted.